COMMUNITY FACILITIES PROGRAM PRE-APPLICATION CHECKLIST

The following is a list of items you will need to review, complete, and send in for our review to be considered a pre-application request. As a service to our customers, we are providing electronic forms and files that can be filled out on and printed from a computer (fillable forms). These files can be found on the Internet at 'www.rurdev.usda.gov/wi'.

	Name	**Special Notes**
1.	Application for Federal Assistance	Please be sure to insert the IRS tax number in Block 6 of the form.
2.	Budget Information	Please note that there are different versions for non-construction (SF 424A) and construction (SF 424C) applications.
3.	Assurances	Please note that there are different versions for non-construction (SF 424B) and construction (SF 424D) applications.
4.	Clearinghouse Comments	You will need to provide a copy of the Clearinghouse comments received on the proposed project. Note that you will need to provide the Clearinghouse for your area a brief description of the proposed project. A list of Clearinghouse addresses for the state is provided.
5.	Non-Availability of Other Credit	
6.	Preliminary Architectural Feasibility Report	Also include a preliminary operating budget on the proposed facility.
7.	Financial Statements	A copy of the past 5 years financial statements including audits, if available, for the applicant.
8.	Certifications	1. Articles of Incorporation - Current certification by Secretary and President 2. By-Laws - Current certification by Secretary and President 3. Current certification of Good Standing from the Department of Financial Institutions for the applicant identified in item 2 (if organized as a corporation)
9.	Debt Collection Improvement Act Information	Required information by the Debt Collection Improvement Act of 1996.
10.	Key Personnel Listing	
11.	Mailing Address	Rural Development ATTN: Business and Community Programs 4949 Kirschling Court Stevens Point WI 54481